



JOB SPECIFICATION

Code 13570

MECHANICAL ENGINEER ASSOCIATE

General Purpose

Under general supervision, design and review mechanical engineering systems, plans and specifications.

Typical Duties:

Design mechanical engineering systems prepared in-house, and review and inspect those prepared by private consultants and contract workers. Involves. Plan, design, and review mechanical systems such as, air conditioning, heating, ventilation, plumbing and other public works projects. Review plans to identify design problems and compliance to standards. Review and interpret mechanical system plans, specifications and proposals prepared by private consultants, engineers and contract workers. Make recommendations for changes to plans and specifications. Inspect projects to monitor mechanical systems adherence to specifications, good engineering practices and applicable codes and standards. Enforce occupational safety and health regulations and work practices. Test materials used in construction. Provide technical support to other City departments. Conduct energy management and utility studies (HVAC, Plumbing, lighting, electrical upgrades, retrofits) as assigned. Evaluate current equipment and coordinate services regarding the maintenance, modification, repair, replacement and operation of mechanical systems. Identify required materials for repairs or modifications or replacement of mechanical systems, evaluate costs and prepare estimates. Supervise maintenance, repair and new equipment installation work. Prepare technical reports, maintain project status reports and test evaluations.

Supervise technical staff. Involves: Schedule, assign, instruct in, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations, and work behavior standards. Counsel, motivate and maintain harmony. Recommend hiring, discipline, merit pay or other employee status changes.



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MECHANICAL ENGINEER ASSOCIATE

Knowledge, Skills, and Abilities

- Application of considerable knowledge of engineering principles and practices as they relate to mechanical engineering, drafting and design.
- Application of considerable knowledge of building or facilities mechanical equipment including HVAC, heat transfer, steam, hot water potable water and sanitary piping systems.
- Application of good knowledge of energy conservation and cost analysis methods, techniques and procedures.
- Application of good knowledge of applicable codes and ordinances pertaining to mechanical engineering and public works projects.
- Application of good knowledge and use of computer aided drafting and design (CADD) techniques.
- Application of some knowledge of occupational safety rules and practices.
- Application of some knowledge of personnel rules and supervisory techniques.
- Read, evaluate, comprehend and prepare technical mechanical engineering documents, plans and design specifications.
- Clear concise oral and written communications to effectively respond to common inquiries and complaints.
- Establish and maintain effective working relationships with City officials, consultants, supervisors, coworkers, contractors, regulatory agencies and the general public.

Other Job Characteristics

- None.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a Bachelor's degree in engineering, and two (2) years mechanical engineering experience.

Licenses and Certificates: None.